



# ***SAFETY 1<sup>st</sup> AT WORK!***

## **FACILITATOR GUIDE**

### **SESSION OVERVIEW**

This 45-minute session on workplace safety explores the responsibilities of both employer and employee, identifies different types of workplace hazards and addresses appropriate action in the event of a workplace hazard.

### **LEARNING OBJECTIVES**

1. Students will be able to enhance their appreciation of the importance of safety in the workplace.
2. Students will increase their knowledge of factors affecting workplace safety.
3. Students will realize the responsibility of workers for their workplace safety, and gain some awareness of the role played by the law in workplace safety.

### **MATERIALS**

Hand Out 1 – Risky Business

Hand Out 2 – You and the Law

Hand Out 3 – How Would You Respond?

X-TREME SAFETY, Alberta Employment, Immigration and Industry

### **OVERVIEW AND TIMELINES**

Introduction – Risky Business	5 Minutes
Safety Training	5 Minutes
What is Your Hazard I.Q.?	10 Minutes
You and the Law	5 Minutes
Resources	5 Minutes
Wrap Up – How Would You Respond?	15 Minutes

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## ACTIVITIES

### INTRODUCTION – RISKY BUSINESS

Distribute the **Risky Business Hand Out**. Have students identify the risk factors that apply to them.

When students have completed this handout, lead a brief discussion on the importance of safety in the workplace by using some of the following facts as guides. Begin discussion by asking students to share some of the hazards of the workplace that they may have encountered.

### Facilitator Top Up List

Canadian Statistics:

#### *Myths & Realities*

Myths	Realities
1. I can take risks. I won't die.	1. In 2004, 107 workers between 15 and 29 died in the workplace in Canada.
2. I can handle anything. I'm young and fit.	2. Close to one third of all occupational injuries happen to workers between the ages of 15 and 29.
3. Nothing will happen to me. I'm safe at work.	3. More people are injured on the job than in traffic accidents. In 2005 Alberta reported 2 traffic fatalities & 7 workplace fatalities by young persons.
4. I must do any job my employer tells me to do.	4. You have the right to refuse unsafe work.
5. I am not responsible for workplace safety. This is my employer's responsibility.	5. You are responsible for knowing and complying with all workplace regulations.

### Updated statistics from 2005 WCB (Workers' Compensation Board) Data:

From 2001 – 2005.....

- There were 36,639 lost-time claims from young workers aged 15 – 24. Of those, more than 80% involved the Wholesale and Retail, Construction

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and Construction Trade Services, Manufacturing, Processing and Packaging and Business, Personal and Professional service sectors.

- Sprains, strains and tears were the primary nature of injury accounting for 41.1% of the total lost-time claims.
- The trunk was the most common body part injured, representing 31.7% of the total claims.
- 20% of incident types involved overexertion, while being struck by objects accounted for 19% of all claims.
- 48% of claims resulted in between 1 and 5 days off work.
- The WCB accepted 45 fatalities from workers aged 15 – 24 from 2001 – 2005. The construction and construction trade services sector had the most with 14 fatalities followed by mining and petroleum development sector with 13 fatalities.
- If you are under 25 years of age, you are 33% more likely to be injured on the job than those over 25.
- Over 50% of all incidents involving young workers occur during their first six months on the job.

## **SAFETY TRAINING**

Open relevant discussion by emphasizing that injuries are preventable and the responsibility for preventing them belongs with both the employer and the employee. Use the following scenario to discuss the responsibility that a young worker has for his / her own safety.

Present scenario:

*Tyler Smith has had an interview as an apprentice automotive service technician with Jack Brown, Tyler's uncle, who owns and operates an automobile dealership. The interview goes well and Mr. Brown offers Tyler the position.*

Facilitate the following questions for the group:

*What responsibility does Tyler have to ensure the workplace is safe?*

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*What questions should Tyler ask Mr. Brown about his shop and about the safety concerns of his new job?*

## **Top Up List for Facilitators**

- *What are the dangers of my job?*
- *Are there any long-term effects of working here such as hearing loss or chemical reactions?*
- *Will I receive job safety training? When?*
- *Do you have safety meetings?*
- *Is there any safety gear I will be expected to wear? Will I receive training in how to use it? When?*
- *Will I be trained in emergency procedures (fire, chemical, spill), and when?*
- *Where are the fire extinguishers, first aid kits, and other emergency equipment located?*
- *What do I do if I get hurt? Who should I go to for first aid?*
- *What are my health and safety responsibilities?*
- *Who do I ask if I have a health or safety question?*

Continue scenario:

*Two weeks later Tyler is at work and is told by his supervisor to check the radiator of a car that has been overheating. He had watched other technicians do this before, so he thinks he can easily handle the task. The supervisor tells him that the customer is in a hurry so Tyler decides he can save time by draining some of the fluid to take off the pressure, and then release the cap. A big mistake – the escaping steam, not quite cooled off, explodes onto Tyler's arms and face. Jumping around in pain, Tyler runs into the washroom to check his injuries. Although his arms and face are red, it looks like he will survive.*

Facilitate the following questions for the group:

*What should Tyler do first?*

- He should seek first aid treatment and must report the injury as soon as possible to his supervisor.

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*Why might he hesitate to report his injury?*

- Since his employer is a family member, he might be afraid his uncle would be insulted if Tyler reports an injury.
- He might be afraid the boss would think he couldn't do the job properly if he reports the injury.
- He might think the injury is not serious enough.
- He might think his co-workers would not approve of his reporting his accident.

*Why must he report his injury even though he thinks it was his own fault?*

- He needs to make sure he gets proper medical attention.
- If he cannot work and qualifies for compensation, he must report his accident as soon as possible.
- The cause of the accident should be investigated to see if there is a way to prevent it in the future.

## **WHAT IS YOUR HAZARD I.Q.?**

Distribute X-TREME SAFETY, Alberta Employment, Immigration and Industry. Refer students to pages 10 and 11. Quickly debrief the definitions of physical, biological, chemical and psychosocial hazards.

Have students complete the **What is Your Hazard I.Q.?** on pages 12 and 13.

Answers:

- |                           |                           |
|---------------------------|---------------------------|
| 1. Psychosocial           | 6. Physical               |
| 2. Psychosocial           | 7. Physical               |
| 3. Physical               | 8. Biological or Chemical |
| 4. Chemical               | 9. Chemical               |
| 5. Biological or Chemical |                           |

## **DO YOU KNOW THE LAW?**

Distribute **You and the Law Hand Out**. Discuss the obligations of employers and employees in each point.

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## RESOURCES

Refer students to pages 36, 37 and 38 of X-TREME SAFETY, Alberta Employment, Immigration and Industry. Quickly discuss each of the resources. It may be valuable, as time permits, to have students research online, or by telephone, the services of each of these resources.

## WRAP UP – HOW WOULD YOU RESPOND?

Break students into groups. Distribute the **How Would You Respond? Hand Out**. Assign one scenario to each group and have the group quickly discuss the scenario and prepare a “role play” response. Have each group present their “role play” to the large group. Debrief each scenario using the Top Up List for Facilitators.

### *Top Up List for Facilitators – How Would You Respond?*

Students must realize that they not only have a personal responsibility for health and safety in the workplace, but in many cases, a legal one.

#### **Scenario 1**

- You have a legal obligation to ensure safety for you and your friend.
- You may offer to drive, but the offer must be made to the boss since he has assigned the other worker to the job.
- You may refuse to go with the other worker after reporting to the boss the unsafe condition.
- You may offer to do something else in the shop.

#### **Scenario 2**

- You must, by law, refuse to work alone after 9:00 p.m.
- You may suggest to the other worker that she tries to come in.
- You may suggest (politely) that the boss come in herself or temporarily hire someone over 18 (friend, relative) to come in to assist you.

#### **Scenario 3**

- You should make an effort to convince the supervisor that the health of customers is at risk, and changes would benefit the company as well as the customers.
- If you cannot do this, after speaking to your parents, you should contact the Alberta government Workplace Health and Safety Call Centre to report your concern. Your name will not be revealed (1-866-415-8690).
- This is a situation where it might be necessary for you to look for another job. We can't win them all!

#### **Scenario 4**

- Do not do the job without training!
- Ask the questions you should have asked before you were hired (how to do the task, what the safety procedures are, what safety equipment you need, what you do if the tire bar slips etc.).



# RISKY BUSINESS

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Find out if you are at risk on the job. These are only some of the more common risk factors.

## Check all that apply to you

- ☐ I've had my job for less than six months
- ☐ I'm a guy (don't be offended - you're seriously more at risk!)
- ☐ I'm between 15-24 years of age
- ☐ I sometimes go partying the night before an early shift
  
- ☐ I sometimes get very few hours of sleep before I start working
- ☐ I'm always under pressure to work quickly
- ☐ I tend to think an accident won't happen to me
- ☐ I've never had safety training for my specific job
  
- ☐ I try to impress my boss and co-workers and don't like to ask questions
- ☐ I use the same tool all day long
- ☐ I have to lift, push, or pull heavy things
- ☐ I use chemicals or work around toxic substances or gases
  
- ☐ I sometimes use a ladder or climb onto something else to reach things
- ☐ I work alone
- ☐ I work in a crowded area
- ☐ It's very noisy where I work
  
- ☐ I work in extremely hot or cold conditions
- ☐ I drive or operate moving equipment or machinery
- ☐ I work around electrical equipment or power lines
- ☐ I work around an oven, deep fryer, or other hot objects or substances

**If you checked even one of the above, a workplace injury could do more than ruin your weekend. The great thing is that you can reduce the chance of a workplace injury – you can learn SAFETY at work.**



# YOU AND THE LAW

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## **The Occupational Health and Safety Act**

This Act of the Alberta government is a law designed to help protect your health and safety at work. It focuses on keeping the work site safe for you, your employer, and all others who work with you, and covers a wide range of safety and health topics. The Act requires that members of the workplace do their part to ensure a safe and healthy environment. It legislates duties and responsibilities for employers, supervisors, workers, and others.

### **Employers' Responsibilities**

Employers must do everything they reasonably can to ensure the safety of their workplace. Some of their responsibilities are:

- To keep equipment in good working order
- To properly label and store dangerous chemicals
- To set up safe work practices for their employees and to make sure they are followed
- To make sure that their employees have the skills to do the job safely
- To inform employees of any dangers at the work site
- To investigate accidents on the workplace which have caused injury in an effort to prevent them from happening again

### **Employees' Responsibilities**

As a worker, the Occupational Health and Safety Act requires you to have responsibilities. Some of these are:

- To work safely and to not fool around
- To cooperate with your employer by following the health and safety rules of the job
- To wear required protective equipment
- To report any hazards that you think jeopardize the health and safety of the workplace



## YOU AND THE LAW – Continued

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When you start a new job, it is the responsibility of the employer to provide you with safety training. The training you receive depends on what is expected of you on the job, and the conditions under which you will work. It is your responsibility to learn from the training and to follow the safety procedures taught to you.

### Types of Training

**General Workplace Training - this is training that is necessary for all workplaces**

- Company safety rules
- Emergency procedures
- First aid locations and procedures

**Specific Safety Training - teaches you how to do your particular job safely**

- How to do the job
- How to use safety features of equipment
- Lockout procedures
- WHMIS (Workplace Hazardous Materials Information System) which is training required for people who work with hazardous chemicals

**Personal Protective Equipment - your employer is responsible for ensuring that you use personal protective equipment properly. The equipment you need depends on the job you do. Some examples are:**

- Hard hats and safety boots are required at all construction sites and many factories
- Safety glasses and dust masks are required when air born hazards are present
- Protective gloves are required when working with biological or chemical hazards or equipment that may injure the hands
- Hearing protection is required in a noisy environment

### Hygiene and Emergency Facilities

- Hand washing stations with disinfectant soaps
- First aid kits
- Eye washing stations



## YOU AND THE LAW – Continued

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### *Did you know . . .*

- If you are between the ages of 12 and 14, you need written consent from a parent or guardian before you can get a job other than clerking in an office or retail store, or delivering flyers.
- If you are between 12 and 14, by law you cannot work after 9 p.m. You may only work up to two hours a day on school days, and no more than 8 hours any day.
- If you are between the ages of 15 and 17, you can work alone until 9:00 p.m. After that time you must have a person at least 18 working with you. If you work in a restaurant, bar, retail store or gas station you may not work after midnight.
- If you have been asked to do something on the job that may endanger you or your co-workers and have not been given adequate training or supervision, the Occupational Health and Safety Act requires you to refuse to do that work.
- The Occupational Health and Safety Act protects you from being fired or disciplined in any way for refusing to do unsafe work. Some jobs, however, such as police officers and firefighters, have inherent hazards and these people are expected to do their jobs.
- The law requires that the employer provide first aid equipment and services at the workplace. This means that there must be an adequate first aid kit and people trained in first aid.



## HOW WOULD YOU RESPOND?

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Based on what you have learned about safety in the workplace, prepare a response that would best solve the challenge presented.

### SCENARIO 1

You and a friend are employed by a delivery company on weekends to deliver products to customers throughout the city. On this particular Saturday, your friend shows up for work suffering from the after effects of a party the night before. He tells you that he has had only three hours of sleep and still feels the effects of the alcohol he has consumed. The boss assigns the job of driving to your friend and the job as assistant to you. Your boss fills out the shipping document listing your friend as the driver. He hands the document to your friend to sign. What do you do?

### SCENARIO 2

You are 17 years old and are employed by a small convenience store in the evenings. Your shift is to end at 11:00 p.m. On this evening the store is very quiet and there are few customers, so you are working alone. At 8:00, the person who is to join you for the last two hours phones in and says she is unable to come to work. You phone the boss and she asks you to continue to work on your own until closing time since the store is not busy and she does not want to look for a replacement at this time of the evening. What do you do?

### SCENARIO 3

A fast food chain has employed you for the past two months. Your responsibility is to prepare hamburgers for customers. Regularly, you notice that the hamburger is taken out of the freezer in the morning by the supervisor and is left in a large container on the counter for most of the day. You have been hearing complaints from your friends that hamburgers eaten at your place of work have been giving them stomachaches. You decide to report your concerns to your supervisor and are giving an angry response to mind your own business. What do you do?

### SCENARIO 4

A tire shop has just hired you. When you applied for the job, your new employer asked if you knew how to change tires. You said you did because you had changed the tires on your old pick up many times. On the first day of your new job, a huge Kenworth T 800 rolls into the shop needing a new back tire. Your boss, with a wink to his partner, your supervisor, assigns this job to you. What do you do?